



## **SOUTH DAKOTA 9-1-1 COORDINATION BOARD**

### **MEETING MINUTES FOR APRIL 9, 2015**

#### **SDACC CONFERENCE ROOM**

**Board members present:** Brown, Haines, Harding, Jaeger, McPeek, Reinesch, Rufledt, Sawvell, Serr, Turbak

**Board Members Absent:** Miller

**Staff Present:** Shawnie Rechtenbaugh (State 9-1-1 Coordinator)

**Others present:** Amy Mancuso (DPS), Jeff Pierce (BIT), Tony Mangan (DPS), Sara Weston (LR Kimball)

#### **I. Call to Order and Roll Call**

The meeting was called to order at 10:02am CDT by Rufledt. Roll call was taken and a quorum was present.

#### **II. Approval of Agenda**

Motion to approve the meeting agenda with changes noted.

Moved by: Jaeger                      Seconded by: Haines

Discussion: None

Motion carried unanimously.

#### **III. Approval of Meeting Minutes**

Motion to approve February 12, 2015 meeting minutes.

Moved by: McPeek                      Seconded by: Brown

Discussion: None

Motion Carried unanimously.

#### **IV. Introduction of new board members**

Don Reinesch was appointed to carry out the rest of Dennis Falken's term after he left county office. Reinesch is a county commissioner in Brule County. Brown was appointed to the Board as a Service Provider Representative. He is Vice President of Marketing for SDN Communications.

Presenters for items V and VI were not in attendance yet, so we moved on to item VII.

#### **V. Consideration of by-laws amendment**

Per discussion at the last board meeting, occasionally the board has needed to call an special meeting to address a time sensitive issue and the two week meeting notice required in the current by-laws has prevented this. Board members discussed amending the by-laws to allow the calling of special meetings with 24 hour notice to the board.

Motion to amend the South Dakota 911 Coordination Board by-laws as written, with correction of the type-o noted.

Moved by: McPeek                      Seconded by: Harding

Discussion: None

Motion passed unanimously.

The amended by-laws were then signed by board chair, Rufledt.

Jeff Pierce joined the meeting.

## **VI. First Net Update**

Jeff Pierce, Bureau of Information and Telecommunications, state contact for the FirstNet project, presented and overview of the FirstNet project to the board. The state site visit for FirstNet took place last week. The FirstNet network will be a dedicated public safety network. As a group the SD Public Safety Communications Council will have to determine where and how to build out the FirstNet network. Pierce is looking for input from users. The current national project plan is to have some type of a build out by 2022. FirstNet and NG911 will dovetail. FirstNet will be a transport mechanism to deliver information back out to responders. In the future, there may be connectivity between the NG911 ESInet and FirstNet networks to allow information sharing. This would be a decision of the 911 Coordination Board once the ESInet is up and running.

## **VII. Introduction of SD LETS Director**

Amy Mancuso has recently joined the Department of Public Safety. She has taken the position vacated by Delton Tipton and is handling the SD LETS, NCIC and NLETS. Amy's office is on second floor of the Sutherland Building in Pierre.

## **VIII. NG911 Project Updates**

### **A. Cost Projections Spreadsheet**

Board members were provided with a copy of the cost projections spreadsheet showing projected revenues and expenditures over the next ten years. If no action is taken by the board and the 25 cents goes away, the 911 Coordination Fund will be expended in FY2021. If the sunset clause is repealed the fund would continue to be maintained. If the sunset clause is changed to \$1.20 the fund will still have funds through FY2024 and somewhat beyond but the balance would continue to decline.

Rufledt and Rechtenbaugh will work with Kimball to begin framing a draft 2-3 page position paper capturing the Board's position on the sunset of the \$.25 of the \$1.25 surcharge on July 1, 2018. This topic will be on the agenda for the June 11<sup>th</sup> board meeting so the board can make a decision related to any potential legislation during the 2016 session.

### **B. PSAP Users Agreement**

Each of the PSAPs has to review and sign the PSAP Users Agreement before the new CPE equipment can be installed in their PSAP. The agreement has been sent to 20 PSAPs thus far, and 11 of those have been returned and signed.

### **C. TCS On-site visits**

TCS has conducted on-site visits with Pennington County, Brookings, Mitchell, CSDC, Winner, and Metro 911 to gather the technical information needed for installation. Once the on-site visit is completed they hold three one-hour data collection conference calls with the center to determine the specific set up for all of the system features.

### **D. Regional PSAP Meetings with TCS**

TCS held regional PSAP informational meetings in Sioux Falls, Pierre and Rapid City over the last week providing an opportunity to meet face to face with the PSAPs. Twenty-five of the PSAPs were able to send a representative to one of the meetings. Laurie Hickok, JP Harris and Danny McGinnis from TCS presented a high level project overview, explanation of the site visits, data gathering phone calls, circuit installation, CPS installation, and training. I think the PSAPs found the information to be very helpful and appreciated the opportunity to ask questions and have the dialogue.

#### **E. Host Installation and Upcoming PSAP Installs**

The week of March 23<sup>rd</sup>, TCS installed the first CPE host (xSwitch) in the Sioux Falls data center followed by the installation of the Rapid City host during the week of March 30<sup>th</sup>. Both are up and running and testing is happening now. We are gearing up for the first PSAP installation at Pennington County to begin on April 20<sup>th</sup> followed by testing, training and then cutover on May 6<sup>th</sup>. Brookings, Mitchell, Pierre, Winner and Sioux Falls will round out the first 6 installs.

#### **F. NG911 Network Users Group**

The Network Users Group members have been selected by the PSAPs. The group will be made up of six representatives with Rechtenbaugh attending for administrative support and a conduit to the board. Representing the non-incentive PSAPs will be Sue Black (Lawrence Co), Leah Rafferty (Spearfish), Julie Wagener (Lake Co). The Incentive PSAPs will be represented by Aimee Chase (Metro 911), Cindy Gross (CSDC), and John McQuillen (Brown Co). Sara Weston and Wendy Day from LR Kimball will lead them in their first conference call likely later this month, to provide some direction and turn the reins over to the group.

#### **G. GIS Data Collection Project**

Our GIS team (Rufledt, Haines, Rechtenbaugh, Jarvinen, Sohl, Strom, Weston) continue to have weekly conference calls with the GeoComm team. To date they have received GIS data from 51 of the 66 counties. First District Association of Local Governments maintains data for several of those missing counties and will be uploading by the end of the week. We have been in contact with the other counties to ask about the upload of their data. We have scheduled two educational webinars for April 23<sup>rd</sup> at 10am CDT and April 28<sup>th</sup> at 2pm CDT to train the county GIS contacts on the data remediation process.

#### **H. NG911 Administrative Group Actions**

Since the last board meeting the Administrative Group (Rufledt, Serr, Rechtenbaugh) have made multiple decisions related to the NG911 project. We approved and submitted change orders to: 1. Move Metro Communications from second in the installation order to sixth. 2. Increase the number of workstations for Brookings PD from two to three. 3. Increase the number of workstations for CSDC from four to six.

Motion to approve the decisions implemented by the administrative group as presented.

Moved by: Harding                      Seconded by: Turbak

Discussion: Haines inquired about the installation of the CPE in PSAPs who have not come into compliance with the administrative rules. The board does not have a requirement related to rule compliance that would prevent or allow PSAPs to participate in the statewide CPE project.

Motion passed unanimously.

### **IX. Legislative Considerations**

#### **A. Repeal of Sunset Clause**

The \$1.25 surcharge is set to be reduced back to \$1.00 on July 1, 2018. This topic was discussed under item VIII so no additional discussion was needed.

## B. 911 Surcharge Revenue Data

We continue to hear concerns from PSAPs related to their 911 surcharge and the ability to monitor those funds and ensure all vendors are submitting the surcharge. Department of Revenue, by law, is not able to release protected tax information regarding which vendors paid what amount. Prior to the law change in July of 2012 the counties and PSAPs were paid directly by the teleco's so they were able to monitor their remittances very closely. There is concern that PSAPs, counties and the state as a whole may be losing surcharge dollars because DOR may not be able to monitor the fund as closely as is needed. In the 2015 legislative session a new tax agency was created within BFM that will be charged with tracking down unpaid taxes. Rechtenbaugh will research to see if this new agency would be any help with the 911 surcharge issue.

## X. 9-1-1 Annual Financial Report Update

The annual financial report for calendar year 2014 was due on March 31<sup>st</sup>. Out of the 74 reports, 68 have been submitted and reviewed. There are five counties left to submit (Edmunds, Hutchinson, Mellette, Todd, Tripp) and the Roberts County PSAP. I discovered an issue with the email notification part of the system this year and we have identified a bug in the note system. Smart Software Solutions is working on a solution for both issues, but we do not intend to publish a fix until after this reporting session is completed.

The Smart Software Solutions maintenance contract expires on August 1, 2015. I am finding there are still some things we are trying to smooth out in the system and now having used the system all the way through one year, I am seeing the need for a few modifications. The board reviewed a draft maintenance contract for five years and \$10,000.

Motion to approve the maintenance contract with Smart Software Solutions, not to exceed \$10,000 and including any needed style, format or type-o changes.

Moved by: Serr                      Seconded by: Reinesch

Discussion: None.

Motion passed unanimously.

## XI. Condition Statement and DOR Collection Report

Condition Statement/DOR Collections Report – The March Condition Statement shows the 2% pre-paid wireless revenue received for FY15 is \$646,748. The revenue from the states portion of the \$1.25 for FY15 is \$2,018,149. Total balance in the 911 Coordination Fund is \$7,836,508. The Contractual expenses have been broken out further at the bottom of the page. Since we last met we have made our first few payments to TCS. Since then we have paid GeoComm for milestones 1-4. The March Collections report shows the total line count for January was 813,470 lines.

## **XII. Addressing Issues from Dewey County and Sturgis residents**

Dewey county residents have been calling me and Sturgis about new road. Rufledt and Rechtenbaugh will contact the mapping contacts in Dewey County and Sturgis to visit about the concern and offer technical assistance if needed.

### XIII. Other Business

**Member Terms Expiring:** In June of 2015 board members Jaeger, Sawvell and Turbak's terms expire. Members will notify Rechtenbaugh in the next week if they would be interested in serving another term. Jaeger stated he was interested in continuing to serve. Rechtenbaugh will be in touch with their respective organizations to request the required list of names.

Jaeger – County Commission  
Sawvell – Service Providers  
Turbak – Municipal League

**Next meeting date:** Thursday, June 11, 2015 at 10:00am central time, George S. Mickelson Criminal Justice Center, Pierre. The board will tour Central South Dakota Communications as part of the board meeting.

August 13, 2015 the board will meet in Watertown at the Watertown Police Department and will tour their PSAP at that time.

Jaeger shared information about a Traffic Incident Responder Training which will be a training of trainers on May 18-19<sup>th</sup> in Mitchell and May 20-21<sup>st</sup> in Rapid City. For more information contact [Virginia.Ripley@state.sd.us](mailto:Virginia.Ripley@state.sd.us).

#### **XIV. Public Comment**

There was no public comment.

#### **XV. Adjourn**

Motion to adjourn the meeting.

Moved by: Haines      Seconded by: McPeck

Discussion: None

Motion Carried unanimously.

Meeting adjourned at 2:02pm central time.